

PART I - FACE SHEET

APPLICATION FOR FEDERAL ASSISTANCE		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction	
Modified Standard Form 424 (Rev.02/07 to conform to the Corporation's eGrants System)			
2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS): 10/18/12	3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:	
2b. APPLICATION ID: 13SR142881	4. DATE RECEIVED BY FEDERAL AGENCY: 10/18/12		
5. APPLICATION INFORMATION			
LEGAL NAME: Mid Ohio Valley Regional Council DUNS NUMBER: 037245776		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes): NAME: Anne Mcfee TELEPHONE NUMBER: (304) 422-4993 104 FAX NUMBER: (304) 422-4997 INTERNET E-MAIL ADDRESS: anne.mcfee@movrc.org	
ADDRESS (give street address, city, state, zip code and county): PO Box 247 531 Market St Parkersburg WV 26101 - 5143 County: Wood			
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 550534813		7. TYPE OF APPLICANT: 7a. Other 7b. Other State Government	
8. TYPE OF APPLICATION (Check appropriate box). <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Amendment, enter appropriate letter(s) in box(es): <input type="text"/> <input type="text"/> A. AUGMENTATION B. BUDGET REVISION C. NO COST EXTENSION D. OTHER (specify below):			
		9. NAME OF FEDERAL AGENCY: Corporation for National and Community Service	
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.002 10b. TITLE: Retired and Senior Volunteer Program		11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Mid Ohio Valley RSVP	
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc): West Virginia Opportunity # 5 -Calhoun, Jackson, Pleasants, Roane and Wood Counties, WV		11.b. CNCS PROGRAM INITIATIVE (IF ANY):	
13. PROPOSED PROJECT: START DATE: 07/01/13 END DATE: 06/30/16		14. CONGRESSIONAL DISTRICT OF: a.Applicant <u>WV 001</u> b.Program <u>WV 001</u>	
15. ESTIMATED FUNDING: Year #: 1		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. FEDERAL	\$ 56,526.00	<input type="checkbox"/> YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE:	
b. APPLICANT	\$ 45,544.00		
c. STATE	\$ 0.00	<input checked="" type="checkbox"/> NO. PROGRAM IS NOT COVERED BY E.O. 12372	
d. LOCAL	\$ 45,544.00		
e. OTHER	\$ 0.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES if "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
f. PROGRAM INCOME	\$ 0.00		
g. TOTAL	\$ 102,070.00		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: Carol Jackson		b. TITLE: Comptroller	
		c. TELEPHONE NUMBER: (304) 422-4993 122	
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:		e. DATE SIGNED: 10/18/12	

Narratives

Executive Summary

The sponsoring organization for the RSVP is the Mid-Ohio Valley Regional Planning and Development Council (MOVRC). The MOVRC also sponsors a Foster Grandparent and Senior Companion Program in the state of WV. The MOVRC was created by legislative action in 1971 as one of eleven planning and development councils in the State of West Virginia. The MOVRC mission is to provide planning, economic and community development assistance in the eight county region and to promote volunteering, through the joint welfare of the citizens.

Through the RSVP grant we are anticipating 500 volunteers serving in many focus areas. The total budget is \$102,070, with \$56,526 in federal funds requested and \$44,664 in non-federal funds. The 22 station sites are located in Calhoun, Jackson, Pleasants, Roane and Wood Counties in West Virginia. These counties have a large elderly population, where many are in poor health and homebound, small children and veterans that are being served.

The primary focus area to be addressed will be "Healthy Futures". The community needs and methods to address the needs and their outcomes include: 154 RSVPs will assist at the senior centers. The seniors volunteer and help others to keep active and enjoy life, eat healthy and remain independent.

According to the U.S. Census, WV has 16.2% of the population over 65 years old. Seniors volunteer at the site, take advantage of meals, computer classes, exercise and companionship. Rural citizens like their senior centers for a hot meal and companionship, making them healthier and more sociable. Five senior centers have modern exercise equipment rooms. Volunteers maintain the exercise room, and one center has a swimming pool and pool maintenance is done by volunteers. Volunteers will assist at the site for the WV Fresh produce vouchers to assure all seniors will have access to local fresh fruits and vegetables.

An estimated 100 senior citizens per week will take advantage of the exercise groups, and will have been given nutrition information and ways to provide a healthy lifestyle at 7 placement sites.

Narratives

Strengthening Communities

The Mid Ohio Valley Regional Council (MOVRC) was created by legislative action in 1971 as one of the eleven Planning and Development Councils in the state of West Virginia. The county commissioners, mayors or council members, and other development leaders from the communities in the eight-county region serve as the MOVRC Board of Directors. This group oversees the general activities of the Regional Council staff, and guides the direction of a number of programs and projects designed to improve their counties. The MOVRC sponsors a variety of service programs including three Senior Corps Programs. The MOVRC was awarded the RSVP in 1996 and continues to sponsor the program in Calhoun, Jackson, Pleasants, Roane and Wood counties.

The MOVRC supports the goals of the Retired and Volunteer Program to promote volunteerism among adults 55 and over, mobilizing them to meet the most pressing needs of this service area. The project is headquartered in Parkersburg, WV, a city of 31,557 according to the 2011 U.S. Census Bureau. Seniors represent both a significant resource and a large percentage of the population in both the local service area and all of WV. According to a 2010 report on American fact finder/ U.S. Census Bureau, there were 740,874 households in WV. The average household size was 2.4 people and 26.3% were householders 65 yrs and older. The same report states that the leading industries in WV are educational services, and health care and social assistance. Eighteen percent of people live in poverty and the poverty rate for those over 65 was 9.9%. In the service area of this RSVP project, the unemployment rate, according to the July, 2012 Bureau of Labor Statistics, is Calhoun 8.9%, Jackson 8.9%, Pleasants 8.4%, Roane 10.3%, and Wood 7.4% counties.

The MOVRC RSVP service area includes one large city, Parkersburg, in Wood County, while Calhoun, Jackson, Pleasants and Roane counties are all small counties, low in population, in financial wealth and in the job market. There is a large rural and farming population in our area, with the Ohio River/Little Kanawha River running along our service area. Many of the other county residents must

Narratives

drive over an hour if they are able to obtain a job in the Parkersburg area. Jackson, Roane and Wood County all have WalMart stores which employ many residents with mostly minimum wage jobs. Wood County is the only county that has the most areas that are urban. The other counties have towns with grocery and dollar type stores, but are basically rural. The communities have come to rely on the volunteers.

Community partners are chose from those in need of volunteers and who enjoy working with those 55 years and older. Older volunteers are dependable and enjoy getting out among other people and helping the cause. This makes a difference on a day to day basis to know who you can depend on. Those who have retired from the workforce bring a variety of knowledge, skills and abilities to the different stations. They are able to help those who come from a different background and pass that knowledge on to those who have not had that opportunity. Some volunteers want to be placed at a station that is different from their work background. They want to try something new and feel like they make a difference.

With our Primary Focus Area being "Healthy Futures", we are planning to use our RSVs mostly to fill the need of the elderly, who are sometimes left behind in service areas. This need has been identified in large numbers by the senior citizens centers. The Director and site manager know the people in their county and can identify the need because of their close relationships in the small towns. By providing services at a senior center, helping to obtain summer produce and food vouchers, the volunteers will be helping to provide a healthy outcome to those seniors who do not always get the proper nutrition, unless they are given assistance, or transported to where they can obtain the help they need.

The companionship that the elderly so desperately needs is a vital part of this initiative. If a person is homebound, an outcome of volunteer provided transportation would be that it can a difference in their mental state and happiness. Being isolated at home causes depression and feelings of loneliness. By getting out in the community, it gives the person a feeling of well-being.

Narratives

Veterans are not forgotten in the small towns served by our service area. Although there are not any VA Hospitals in our service area, the RSVs make sure the veterans have quilts and lap robes. These are handmade and delivered by the RSVs. Care packages are done with toiletries, magazines, candies and other requested items. They also include "cooling neck wraps" in the packages. Over 250 handmade Christmas stockings will be sewn by the RSVs and will be filled with items donated by the community. These stockings and personal care items are shipped to the soldiers.

The stations themselves are very good at publicizing the role of the RSVP. Work and activities at the stations are published in the newspaper, The Senior News and at the senior centers. On special occasions the local TV station will come and feature our program. The RSVs have partnered with local United Way agencies and other communities and provides a healthy outlet for the seniors themselves. A statewide collaboration with all RSV Programs in WV has identified disaster preparedness as a statewide community need and have developed a statewide plan to address disaster preparedness through a universal capacity building plan. At least 2 hours of training will be given per volunteer.

Recruitment and Development

MOVRC RSVP has a very successful recruitment plan. At the top of the list are the volunteers themselves. Volunteers, especially those who have enjoyed being with the program, are wonderful in this capacity. All active volunteers are encouraged to recruit, with applications made available through the sites. Volunteers are encouraged to invite others to volunteer their time, even if it is for a special onetime project. Using this type of approach has had positive results. Site supervisors who feel connected to, supported and valued by the program also do a fine recruitment job. Every effort is made to maintain a positive relationship, with visits and phone calls that are not just to collect volunteer hours, but to ask how things are going, and inquire about any new volunteer needs.

Narratives

The handbook developed by this project serves as a good basis for providing an orientation to both station sites and individual volunteers. One section is called "What to expect - for volunteers and stations." On-site training by staff, which is done at the station, proves to be most beneficial. We update the handbook as the need arises.

Developing a good relationship with the media is another strategy. In Wood County, a good relationship with the newspaper has resulted in volunteers and donations. The RSVP has a close working relationship with the Volunteer Action Center and has collaborated on many projects. The newspaper is always looking for interesting story ideas. The station sites have provided many good stories and photos. The most effective recruitment stories will highlight a volunteer and give a more human aspect of the program. Seniors can learn about RSVP in many ways. PSA's are on TV and radio, and web-based recruitment is available through Volunteer WV, and the CNCS state-wide volunteer match system. This RSVP project currently has a web-page tied to the sponsor's site. However in these rapidly changing times, these are probably not enough, and all three senior corps programs at the MOVRC are looking for better, more interactive web representation. RSVP would most likely benefit due to the web interest of boomers. More seniors are "surfing the net" and using social media, such as Face book.

New sites and volunteer jobs are developed through awareness of community needs, opportunities and CNCS emphasis areas. This is accomplished by staff attending Advisory Council and The United Way meetings and trainings, developing contacts, and listening to volunteer recommendations. The staff in turn, passes this information on to volunteers through newsletters, other mailings and phone calls. The development of compelling and timely volunteer opportunities will continue to benefit recruitment. Short-term projects are continually sought out, since they require little commitment and

Narratives

are attractive to new volunteers; especially the boomers. It is not unusual to try to develop a suitable and interesting placement for a prospective volunteer with definite skills or preferences. A high quality placement requires a receptive and well organized station site, but also an area of service that the volunteer can buy into. Our Advisory Council, which consists of a variety of community leaders, helps keep staff aware of community needs.

Retention is accomplished by maintaining contact with the volunteers. Special recognition events are held at least once a year. According to volunteer reaction, this is an enjoyable day to meet other volunteers in our program. Volunteers and site managers are offered trainings that relate to their positions. Faith Link and The Volunteer Action Center offers short trainings on topics such as volunteer management. The Red Cross, The Police Department and Wood County Sheriff's Department offer training to volunteers who deal most with public safety and disasters. The staff attends training on recruiting and retention, as well as, trainings offered by the WV Senior Corps Directors Association on collaboration and volunteerism.

Program Management

The plans for developing and managing volunteer sites of this RSVP project are the result of interaction between RSVP staff and community leaders, the insight of staff into the needs of their particular community, what has historically worked or not worked and initiatives stressed by CNCS. We take special care to provide meaningful placements to include all volunteers, so they may enjoy the volunteer experience. The Thrift Shop in Jackson County supports the adjacent Food Pantry, while the Three Noah's Arc Thrift Stores helps to support those individuals through The Arc that have mental and physical handicaps. CNCS interest in the mentoring of children of Inmates led to several Senior Corps directors touring two local correctional facilities, which led to this RSVP project developing a relationship with the closest of those correctional centers. This relationship led to the

Narratives

gradual development of a "Words Travel" type literacy/bonding program between inmates and their children. Although the main volunteering takes place at the St. Mary's Correctional Facility, the special illustrated book "What is Jail Mommy"? is also provided to the North Central Regional Jail. The books are taken there by the RSVP Director and a volunteer.

The annual assessment will consist of an overall project assessment provided by the WV Senior Corps Directors Association's self-assessment checklist provided by CNCS. A sponsor representative will be included in this process. All staff will meet afterward, for reflection and setting goals for improvement, and recognition of what is being done well. Formal structures are in place to guarantee a successful RSVP program. These include: The MOVRC Board of Directors, an influential group of local individuals from multiple counties, who are a source of support where RSVP is currently active and in counties where RSVP could expand. The three Senior Corps programs at MOVRC that have a joint Advisory Council made up of eleven community leaders who meet quarterly to insure the three programs work together, to generate ideas, clarify programming, and share contacts. Local advisory council members are chosen by using individuals who have knowledge of what the RSV's are doing in the community.

There are MOU's between RSVP and its community partners. Data for reports is collected from the volunteer sites on a regular basis. Site Supervisors or volunteers turn in reports quarterly. Volunteer Management software has always been used to collect volunteer hours and is gradually being expanded to the entire project. This is used to generate Corporation required reports, and to apply for/report on local funding requests. The project director, with the assistance of the sponsor's fiscal staff, manages the financial and in-kind resources. In-kind contributions are usually developed through the MOU writing process. Reports are filed on time and necessary documentation is kept. The

Narratives

Bernice Pickens Parsons Foundation, United Way of the MOV, county commissions and volunteer station sites have supported the project in the past, and are applied to and reported to promptly to maintain existing local funding. Sponsor staff, research by the project director, and collaboration with valuable community partners helps to find and develop new potential funders.

Surveys and Time Sheets will serve as the basis for measuring and collecting information to compile reports to assure that the National Performance Outcomes and Outputs are met.

Graduating Stations and Station Alignment while minimizing disruptions to current volunteers: Although it is rare that a station would graduate, there is a plan in place. Our MOVRC/RSVP will make every effort to take the volunteers from that station site and provide them with other available station sites information and job descriptions to let them decide what a right fit is for them. If they choose another station site, the RSV will be transferred to that station. If the RSV does not find a station that is suitable, they will be taken off of the roster and inactivated. This will give them the choice to find another volunteer opportunity outside of the RSVP program to continue their volunteer service.

Organizational Capability

The purpose of the MOVRC is to plan comprehensively and perform development in the region, and to promote the social, economic, and environmental, and general welfare of the citizens of this region. The county commissioners, mayors or council members, and other development leaders from the communities in the eight-county region serve as the MOVRC Board of Directors. Don Stephens, retired Jackson County Commissioner, is the Chairman of the Board. The board oversees the general activities of the Regional Council staff, and guides the direction of a number of programs and projects designed to improve their counties.

Narratives

The MOVRC sponsors a variety of service programs including three Senior Corps Programs: Wood-Washington-Wirt Transportation Planning Commission, Workforce Investment Board, Appalachian Regional Commission, Economic Development Commission grants and business loan funds. The MOVRC has policies and procedures including internal, leave, travel, grievance, purchasing, and management in place for all employees. All MOVRC staff has job descriptions in place. A yearly audit (A-133) is conducted by a CPA firm on all programs sponsored by the MOVRC, verifying effective administrative and program support. Carol Jackson, Executive Director, assumes the responsibility of the day to day operations and the general activities of the MOVRC. Carol is a CPA, and has been with the MOVRC for seven years. Ann Clemente, Comptroller, oversees and assumes the responsibility of fiscal expenditures of all the programs and tracks all in-kind resources to ensure accountability and efficient and effective use of available funds. She prepares monthly printouts of individual programs and is responsible for submitting all financial reports that are required. Ann meets with program staff once a month to discuss strategies for managing project resources, both financial and in-kind. Ann is a CPA and has 28 years of experience as an Accountant.

The MOVRC uses a Windows based software program (Great Plains) to maintain all accounting records. Carol and Ann assist the program director in preparing grant budgets. Anne McFee serves as Program Director of the Retired and Senior Volunteer Program. Anne has 35 years experience in government and senior related programs, and administrative activities. Anne is full time devoting 100% of her time to Retired and Senior Volunteer program. The MOVRC has an indirect rate of .53% of the Program Director's salary. Indirect cost consists of maintaining facilities (utilities, telephone, rent), and accounting fees. The indirect rate is calculated by accounting staff to make sure that accounting fees, rent, telephone, utilities, parking and maintenance costs are covered.

Volunteer station site supervisors/volunteers will evaluate the Retired and Senior Volunteer Program. The evaluation will show the progress that program has made throughout the year. The evaluation

Narratives

will also show the qualities that the Retired and Senior Volunteer Program has offered to the station sites being served. At the end of the (3) year grant cycle a project assessment will be conducted to show the satisfaction of the Retired and Senior Volunteer Program services and achievements offered. The assessment will identify the Retired and Volunteer Program attributes and services. Results of the assessment will be compiled by the Program Director and advisory council and be forwarded to MOVRC Board of Directors, Executive Director, and the WV CNS Office for review.

Other

N/A

PNS Amendment (if applicable)

N/A